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19 March 1976

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report -- Week Ending  
19 March 1976

25X1A 1. Hispanic Recruitment: Mr. [ ] called from Puerto Rico to report that 73 applicants have responded to our advertisement in the San Juan newspaper. He and [ ] (Hispanic Coordinator) conducted 18 interviews, five of which give promise of developing into high-quality applicants. Mr. [ ] visited the Placement Director at the University of Puerto Rico at Mayaguez and Mr. [ ] toured the San Juan campus but did not make any formal contacts. The Civil Service Commission representatives were very receptive to this visit. We have tentatively scheduled the second visit to Puerto Rico for February 1977, which will give us better access to the graduating class of June 1977. There was only one telephone call which could be described as a crank call during the visit, and even this call to the Commission's office was one suggesting regret concerning our visit but there was no indication of any threatening action.

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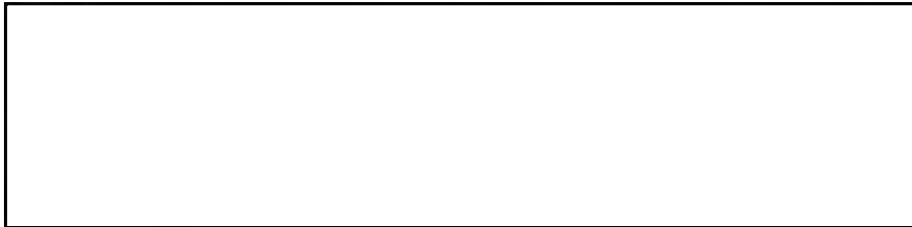
2. Savings Bonds: Since the start of the Agency's Savings Bonds Campaign on 1 March, 56 employees have signed up for bonds and 25 employees have increased their current allotment. At the beginning of the campaign, there were 2,182 employees already participating in the Savings Bond Program.

3. Educational Aid Fund: To date we have received 46 applications for Educational Aid Fund assistance. Employees were advised of application procedures in January and have until 1 April 1976 to submit applications for consideration.

4. EAA Annual Meeting: The Employee Activity Association held its annual meeting of the general membership in the Headquarters auditorium on 17 March 1976. Mr. [ ] Executive Officer of the Association, gave a report on last year's activities.

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5. Rehired Annuitants: The following rehired annuitant cases were approved for the Administration Directorate:



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6. Voluntary Investment Plan: The recent Employee Bulletin on VIP sparked a number of telephone calls. In most instances the callers chose to remain anonymous and again in most instances the purpose of the calls was to register opposition to the idea of participants bearing the administrative costs. The usual parting remark was to the effect that if participants are to carry the costs the callers will seek total withdrawal.

7. Skills Session: A Skills Session was held on 17 March on statistical reporting and qualifications analysis. It was well attended.

8. Briefing: [redacted] officials briefed OP representatives on 16 March concerning their mission, functions and personnel requirements. Mr. [redacted] Chief, [redacted], in his wrap-up, stressed his interest in obtaining more female and Black employees.

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9. Summer-Only Program: As of 17 March, eight Summer-Only applicants have been fully cleared.

Coming Events:

1. Work will continue relative to FLSA activities and the review of the Secretarial Grade Pattern.

2. Work continues on the Agency-wide review of supergrades.

Dist:

- 0 & 1 - Add
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[redacted]  
F. W. M. Janney  
Director of Personnel

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